



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution

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P.O. Box 280

Fairton, New Jersey 08320

OPI: CAPTAIN

NUMBER: FAI 5267.06C

DATE: DECEMBER 31, 2002

SUBJECT: VISITING REGULATIONS

# Institution Supplement

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1. PURPOSE: The purpose of this Institution Supplement is to implement visiting procedures at the Federal Correctional Institution and Federal Prison Camp, Fairton, New Jersey.
2. DIRECTIVES AFFECTED:
  - A. Directives Referenced: FPS Program Statement 5267.06, Visiting Regulations, dated May 17, 1999; FPS Program Statement 5500.09, Correctional Services Manual, Chapter 6, Pages 3-6, dated October 27, 1997; and Change Notice 01, dated October 9, 1998; FPS Program Statement 5510.09, Searching, Detaining, or Arresting Persons other than Inmates, dated March 6, 1998; FPS Program Statement 7331.03, Pretrial Inmates, dated November 22, 1994; Institution Supplement FAI 7331.03B, Pretrial Inmates, dated September 1, 1998; and Institution Supplement FAI 5510.09, Searching, Detaining, or Arresting Persons other than Inmates; dated October 15, 1998.
  - B. Directives Rescinded: Institution Supplement 5267.06B, Visiting Regulations, dated May 11, 2001.
3. CORRECTIONAL STANDARDS REFERENCED: 3-4255, 3-4440 TO 3-4446.
4. PROCEDURES:

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- A. Visiting Facilities: The Captain is responsible for training Correctional Officers to supervise Visiting Room facilities. The Captain will provide staff coverage for the Visiting Room on regularly scheduled visiting days. On non-visiting days, the Unit Team will be responsible for providing staff coverage.
- B. Visiting Times: Regular visiting for the FCI will be conducted Thursday through Monday, 8:15 A.M. through 3:15 P.M. Camp visiting hours are Saturday, Sunday, and holidays from 8:15 A.M. through 3:15 P.M., and there is no point system. All visitors shall be out of the visiting room by 3:15 P.M. No inmate visitors will be allowed entry to the Front Entrance/Camp until visiting hours begin. No inmate visitors will be allowed to enter the facility to begin a visit after 2:30 P.M. The hours to reflect the inmates currently in Special Housing Unit are from 8:15 A.M. til 2:30 P.M. No inmate visitor will be allowed to enter the institution after 1:30 P.M. when the inmate is in the Special Housing Unit prior to the 3:00 p.m. move and allowing the compound officers to monitor the flow of traffic on the compound.
- C. Visitor Forms:
1. All visitors will check in at the Front Lobby where the officer will provide them with the appropriate number of Visitor Notification Forms (Attachment #3). The Front Lobby Officer will assign each visitor a number. Each visitor will complete the forms and present them to the Front Lobby Officer for processing. Visitors will be processed in numerical order based upon the number they receive from the Front Entrance Officer. Visitor Notification Forms translated into Spanish will be made available.
- D. Frequency of Visits:

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1. Designated Inmates: Social visits may be on consecutive days or they may be spread throughout the month. The point system will be used to account for the number of visits and visitors. Inmates will be allowed a total of (9) nine points a month. Visits on a week day will count as (1) one point for each day visited. Visits on weekends and holidays will count as (3) three points for each day visited.

The Front Lobby Officer shall access all information regarding inmate visiting records through the automated Inmate Visiting Program. Names of approved visitors, dates of visits and total visiting points available for the month are maintained on this program.

2. Camp: There is no limit to the frequency of visits for Camp inmates. The Camp Visiting Room Officer shall maintain all information regarding approved inmate visitors and dates of visits in inmate visiting files. Approved visiting lists will be provided by the Camp Correctional Counselor.

E. Regular Visitors: The Case Manager or Correctional Counselor will be responsible for implementing this section as outlined in the Program Statement.

1. There will be no more than four (4) visitors per inmate, unless permission is granted in advance. Children under the age of three will not count against the number of visitors.
2. Immediate family members and other relatives will be placed on the visiting list. Immediate family members must be confirmed on the Pre-sentence Investigation before they are placed on the approved visiting list.
3. There will be no limit on the number of immediate family members on an inmate's approved visiting list.
4. Children under the age of 16 will not be allowed to visit unless they are accompanied by a parent or legal guardian.

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Children age 16 or 17 will only be authorized to visit alone if they have written consent of a parent or legal guardian.

An inmate may request up to five relatives to be place on their approved visitors list.

5. He may also request up to (10) ten social visitors to be placed on their visiting list. These individuals are in addition to their immediate family. Only the Warden may make exceptions to this provision.
  6. Children shall be kept under supervision of a responsible, approved adult visitor. Any child not kept under control in the visiting room will be cause for termination of the visit.
  7. Contract employees, volunteers and former staff will not be allowed on an inmate's visiting list unless approved by the Regional Director, even if a contract employee or volunteer has terminated their employment or contract with the Bureau of Prisons.
  8. All visitors, other than immediate family, will be checked for any prior or current criminal convictions. Background checks will be conducted on immediate family if the current check is over two years old. This may determine whether the person is appropriate for the approved visiting list.
- F. Special Visits: The Case Manager or Counselor, in conjunction with the Unit Manager, is responsible for investigating all requests for special visits and determining the appropriateness of the request. Inmates desiring a special visit shall submit to their unit team an " Inmate Request to Staff Member " (cop-out) at least four weeks prior to the anticipated visit. The inmate should give the name and address of the individual with whom he desires a visit, their relationship, and other pertinent information which will assist the Associate Warden in reaching a decision. The inmate's Correctional Counselor will notify the inmate of the Associate Warden's decision at least 24 hours prior to the expected visit. A copy of the Unit team's decision

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will be maintained in the inmate's Central File.

All special visits approved will be turned into the Control Center 24 hours prior to the visit for distribution to the appropriate Visiting Room Officer. All visits considered as Special Visits at the FCI will count against the inmate's monthly (9) nine point quota.

- G. Business, Consular & Community Group Representatives: For purpose of this supplement, these areas will also be considered as special visits. Approval of the visits in these areas will require the Case Manager or Counselor to investigate the request and if warranted, prepare a memorandum for the Warden's approval. A memorandum regarding special visits will be distributed as described in Section E, Special Visits. All visits considered as Special Visits will count against the inmates monthly (9) nine point quota for FCI inmates.
- H. Clergy Visits: Clergy visits approved by the Warden will not be charged against the inmate's monthly visiting points.
- I. Attorney Visits: Attorneys wishing to visit inmates at the FCI or the Camp should contact the inmate's Case Manager or Counselor at least 24 hours in advance of their requested visit. If an attorney arrives without having made an appointment, an effort will be made to accommodate the visit. The assignment of the private office areas in the FCI visiting room will be on a first come, first served basis. The camp will have an area in the visiting room that is removed from the other visitors as much as possible. If all the private visiting areas are in use, the attorney and the inmate may reschedule their visit or use whatever space is available in the visiting room. Visiting for pretrial detainees is conducted in accordance with Institution Supplement FAI 7331.03B, Jail Unit Inmates.

1. Attorney Visit Approval: The Case Manager or Counselor will

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prepare a Legal Visit Checklist and Authorization Form (Attachment #4) advising the appropriate Visiting Room Officer of the proposed visit. Copies will be forwarded to the Control Center officer, Front Lobby, Lieutenant's Office.

2. Attorney Identifications: Attorneys will be required to state on the visiting form in which state(s) they are licensed to practice law and provide proof of that licensure. Attorneys will also be required to show normal identification and to state the inmate who they are representing or interviewing.
3. Legal Materials: All legal materials brought into the Visiting Room by the inmate must first be examined by the Visiting Room Officer. This search is to detect any contraband or unauthorized materials and will be conducted prior to those materials entering the Visiting Room. Once a legal visit has been concluded, the Visiting Room Officer will again search all legal material to ensure it is free from contraband. Once the search is completed, the legal materials will be returned to the inmate. If any contraband is discovered, the Operations Lieutenant will immediately be notified.
4. Attorney visits for all inmates [FCI, Camp] will be conducted without deducting points from the inmate's visiting time.

J. Visits To Inmates Not in General Population Status:

1. Administrative Detention and Disciplinary Segregation Status: Special Housing Unit inmates will ordinarily be afforded the same privileges as those in general population. Special Housing Unit inmates will be required to visit in the area immediately in front of the officer's station, or as close as possible, to facilitate observation

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of the visit. At NO TIME will any Special Housing Unit inmate be allowed out of his seat to go to the vending machine or to walk around.

Special Housing Unit inmates needing access to restroom facilities will be escorted to and from the area by the Visiting Room Officer. Cases involving unusual supervision or security needs will be discussed with the Captain in conjunction with the ADO prior to approval. The Institution Duty Officer or Operations Lieutenant may deny or terminate a visit if it appears that it would disrupt the security and orderly operation of the institution.

2. Visits for Inmates In Medical Status: The Chief of Health Programs, or in his/her absence, the Health Services Administrator, and the Captain will determine the appropriateness of a visit for the inmate confined to the institution infirmary, as well as the location of the visit, length of the visit and the number of visitors. Visits in the infirmary shall be under direct supervision by a Unit Team member. Requests for visits to an inmate in an outside hospital will be reviewed by the Unit Team and limited only to immediate family members. The Unit Team's recommendation shall be forwarded to the Warden for a written decision. Only the Warden, or his designee, may approve visits for inmates in an outside hospital.

Approved outside hospital visits shall be under direct supervision by the officers on duty at the hospital.

3. Visit Termination: Any infraction by visitors of inmates noted by the Visiting Room Officers will be reported to the Operations Lieutenant and the Institution Duty Officer for possible termination of the visit. Only the Operations Lieutenant, in conjunction with the IDO, may terminate a visit. Any visit that is terminated will require a memorandum

explaining the incident which caused termination of the visit. Visits may also be terminated when the visiting room is at full capacity (see section L).

K. Special Visiting Room Procedures:

1. Responsibility: The Captain is responsible for assigning appropriate supervision for the Visiting Rooms. The Case Manager or Counselor will be responsible for producing and verifying all approved inmate visiting lists.

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2. Preparation of the Visiting List: The Case Manager or Counselor shall be responsible for evaluating the proposed visiting list submitted by the inmate and preparing all documents required for visiting.

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Every inmate will have a visiting list compiled, even if no visitors are requested, however, the inmate has 15 calendar days from the time they enter the institution to mail out a visiting form to their immediate family, if the visiting form is not returned within the 15 calendar days the visitor will be deleted. Visiting lists with all approved immediate family members should be completed within (5) five working days of an inmate's arrival at this facility. A final visiting list will be loaded into the automated Inmate Visiting Program within (30) thirty days after an inmate's arrival at this facility. Updates will be made as needed. A signed, printed copy of the approved visiting list will be maintained in the inmate's Central File.

It is the Correctional Counselors' responsibility to inform inmates of all final visiting list determinations. Inmates may be provided a copy of their visiting list upon request. It will be the inmate's responsibility to inform his visitors of the



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approval or disapproval to visit, and to provide his visitors with a copy of the Visiting Instructions (Attachment #1) and directions for transportation to the institution.

The inmate shall be provided a copy of the visiting regulations by his Counselor during the Admission and Orientation period, and the inmate shall be responsible for mailing all approved visitors a copy of such regulations.

Inmates requesting deletions or additions to their visiting lists will do so by submitting an Inmate Request to Staff Member to their unit team. Deletions requested by inmates will remain off the approved visiting list for a minimum of (90) ninety days. Visiting restrictions will be entered into the automated visiting system by the Correctional Counselor within 24 hours after the restriction is imposed.

3. Identification of Visitors: Front Lobby staff shall access the automated Inmate Visiting Program to ensure visitors are listed on the inmate's approved visiting list. The identification of each visitor will be verified (through **photo identification** such as driver's license, employment photo identification, passport, etc.) prior to admitting the visitor into the institution. In conclusion to the visiting day all visitors will be required to show their photo identification prior to being released for the visiting room. This can either be done by the #1 officer in the visiting room or the Activities Lieutenant and that no groups larger than 10 at one time be allowed to leave at any given time. All inmates in the visiting room will remain in the visiting room til all visitors are cleared out of the "A" building. Therefore, the two remaining officers

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can start the process of removing inmates from the visiting room. This will allow for the positive identification of all inmate visitors, making it much harder for inmates to possibly portray a visitor and effectuate an escape from the secure perimeter.

4. Black Light Stamp Procedures at the FCI: The Front Lobby Officer will stamp each approved visitor with the black light stamp before the visitor proceeds from the reception area of the Front Entrance at the FCI. More critically, it will be the responsibility of the Visiting Room Escort Officer to ensure the presence of the black light stamp prior to the visitor's entrance into the Visiting Room. The Control Center Officer and the Escort Officer will check each visitor for a stamp prior to departure from the Control Center. The Escort Officer will again check for the proper hand stamp at J-3 prior to any visitor entering the J-Building sallyport.
5. Searching Visitors: Visitors are subject to search and, under certain circumstances, may be detained and/or arrested, in accordance with the Program Statement on Searching, Detaining, or Arresting Persons other than Inmates and Institution Supplement Searching, Detaining, or Arresting Persons other than Inmates. The Camp Visiting Room Officer is responsible for all searches of items.

At the FCI, it is the responsibility of the Front Lobby Officer to search items of personal property prior to admittance to the Institution and to ensure all visitors pass through the metal detector. All personal items must be screened through the X-ray machine prior to admittance to the Visiting Room. A hand held metal detector will be available for further search if the walk-through metal detector is activated more than twice. If the hand-held metal detector is activated, the Operations Lieutenant is to be notified and determine whether there is a security concern.

Visitors are not permitted to take from or give to an

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inmate items which are considered contraband.

6. Notification to Visitors: The Front Lobby Officer and the Camp Unit Officer shall ensure all visitors read, complete and sign the Visitor Notification Form (Attachment #3). Spanish speaking visitors shall complete the Spanish Notification to Visitors form. All visitors will sign and note the time in the Visitor's Log before entering the Visiting Room and again at the front entrance before leaving the institution.
7. Issuance of Inmate Visitor Pass at the FCI: Upon completion of processing through visiting procedures, including metal detectors, the Front Lobby Officer shall issue an Inmate Visitor Pass (Attachment #2) to the escorting officer. One pass shall be issued per inmate visitor (or group of visitors seeing the same inmate) as they arrive. The pass must be complete to include information on all visitors in the specific group. A sequential number shall be placed in the space provided on the pass. Each day the numbering system will start from 001. The escorting officer shall escort the visitor(s) to the Visiting Room and shall leave the inmate visitors pass with the Visiting Room Officer. The Visiting Room Officer shall log the time visitors enter and leave the Visiting Room on the pass. This information will also be recorded on the Visiting Room Daily Record (Attachment #6).

The escorting officer will pick up the pass upon completion of the visit and take it with the visitor to the front entrance. The escorting officer is responsible for ensuring only the number of visitors indicated on the pass are escorted to and from the Visiting Room. The inmate visitor's pass will be attached to the visitors record form for filing.
8. Visitor transportation: Individuals are not permitted

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to remain in the Parking Lot to wait for approved visitors to finish their visit. Unauthorized visitors will be required to leave the institution grounds.

9. Authorized Items in Visiting Rooms. Visitors will be allowed clear change purses only, billfolds, infant necessities (10 diapers, 3 bottles w/formula, 4 jars of food, 1 spoon ) and only life saving medication which will be placed at the Visiting Officers desk for distribution. Any other questionable items must have the Operations Lieutenant's and the Institution Duty Officer's approval.
10. Unauthorized Items in the Visiting Room: Visitors will not be allowed to bring into the institution cameras, photos, documents of any sort, recording equipment, large purses, strollers, baby carriers, toys, or extra clothing. Any visitor arriving at the FCI with a cane, walker, crutches or wheel chair, will have that item replaced at the Front Entrance with an Institution cane, walker, crutches or wheelchair. These must be exchanged with the Front Lobby Officer prior to the visitor leaving the institution. Only those personal wheel chairs with life supporting equipment attached to them will be allowed into the visiting room.
11. Inmate Dress Code: Inmates must wear institution clothing consisting of the tan khaki shirt, tan khaki pants, canvas belt, and institution-issued shoes or shoes purchased in the commissary (Rockport style). Inmates housed in Special Housing will wear a red jumpsuit with a white institution issued T-shirt underneath. Inmates will dress in clean clothing in good repair and in good taste. Religious headgear and prescription glasses will be permitted in the visiting room. During inclement weather, an inmate may wear his tan khaki coat which will be secured in the strip room and not allowed into the Visiting Room. Wedding bands and approved religious medallions are the only jewelry inmates are permitted to wear into the Visiting Room. Watches will be secured in the

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inmate's unit before leaving for the Visiting Room. Inmates will also be permitted to bring one comb and handkerchief.

Inmates arriving at the Visiting Room with items not authorized will be sent back to their unit to secure those items prior to entrance to the Visiting Room. All inmates will be required to have their Commissary cards with them for identification purposes at the time they check in for their visit.

Any items brought into the Visiting Room by an inmate shall be logged on the Visiting Room Checklist (Attachment #5) by the Visiting Room Officer.

On weekends and holidays, an official count will be conducted at 10:30 a.m. Therefore, in preparation of the count, inmates will not be called for visits between 10:00 a.m. and the time the official count clears.

12. Visitor's Dress Code: The Front Lobby Officer and the Camp Visiting Officer will ensure all visitors are dressed appropriately. See-through blouses, short-shorts, short skirts, tight stretch (spandex-type) shorts or pants, halters, sweat pants of any type, khaki/red/orange clothing, (similar to inmate attire), etc. are **not** considered appropriate apparel. Visitors are not permitted to wear hats or head covering other than those worn for religious purposes. If any of these items are worn by a visitor, the visitor will be instructed to leave the institution grounds and return only when the appropriate clothing is worn. If a visitor's apparel is in question, the Operations Lieutenant and the Institution Duty Officer will be notified and they will make the final decision. If the visit is not allowed, the Front Lobby Officer will submit a memorandum explaining the circumstances of the denial to the Captain.
13. Vending Machines: Inmates will not be permitted to use or be near the vending machines in the visiting rooms.

Vending machines in the visiting room are for visitor's access only. Visitors may purchase items from the vending machines for inmates, but neither visitors nor inmates may take those items from the Visiting Room. Inmates are to remain seated at all times except when taking pictures and/or utilizing the bathroom while they are in the Visiting Room.

At no time are inmates to visit with other inmates and/or their visitors while being in the visiting room.

- L. Termination of Visits Due to Overcrowding: If visiting has to be terminated due to overcrowding, the Institution Duty Officer or Operations Lieutenant will begin with those visitors who are considered to be local (definition: local visitors from within 50 miles radius of the institution). It is important that those visitors arriving from long distances and who have had infrequent visits are terminated last.

All questions in regards to visit termination should be directed to the Operations Lieutenant and/or Institution Duty Officer.

- M. Penalty for Visiting Room Violations: The Unit Team will issue a copy of the rules and regulations to the inmate for each approved visitor so that all potential visitors are aware of the rules and regulations. It will be the inmate's responsibility to mail a copy of the rules and regulations to his approved visitors.

5. ATTACHMENT:

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Attachment #2 - Inmate Visitor Pass  
Attachment #3 - Visitor Notification Form  
Attachment #4 - Legal Visit Checklist and Authorization Form  
Attachment #5 - Visiting Room Checklist  
Attachment #6 - Visiting Room Daily Record

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\_\_\_\_\_/S/  
TERRY REYNOLDS  
Associate Warden (I&E)

\_\_\_\_\_  
\_\_\_\_\_/S/  
K.M. WHITE  
Warden

\_\_\_\_\_  
\_\_\_\_\_/S/  
J. HENRY  
Associate Warden (P)

\_\_\_\_\_  
\_\_\_\_\_/S/  
L. D. CARPENTER  
Associate Warden (O)



FEDERAL CORRECTIONAL INSTITUTION  
and  
FEDERAL PRISON CAMP  
Fairton, New Jersey

VISITING INSTRUCTIONS

Visiting is permitted Thursday through Monday and on all federal holidays between the hours of 8:15 a.m. and 3:15 p.m. There will be no visiting on Tuesday and Wednesday, unless a federal holiday falls on one of these days. Federal holidays are: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Except in unusual cases, members of the immediate family (father, mother, stepparents, foster parents, brothers, sisters, wife, and children) are placed on the inmate's visiting list. Other relatives, such as grandparents, uncles, aunts, in-laws, and cousins may be placed on the approved list if the inmate wishes to have them visit regularly. The visiting privilege may be extended to friends and other non-relatives if the inmate establishes he would benefit from continued contact. While there is no minimum length of time the inmate must have known a proposed visitor, the team will not usually approve visiting for casual acquaintances developed during confinement. Special visits may be authorized by the Warden and may include clergymen, former or prospective employers, and parole sponsors or advisors. Visits of this nature are for purposes of release planning, counseling, and discussion of acute family problems and must be approved at least 24 hours prior to the visit.

Inmate visiting is based upon a nine (9) point system. Each visit conducted on a weekday is recorded as one (1) point. Weekend and holiday visits are recorded as three (3) points. Each designated inmate is entitled to a monthly total of nine (9) visiting points. Pretrial inmates are entitled to a monthly total of six (6) visiting points. There is no point for the Camp.

A maximum of four (4) individuals may visit any one (1) inmate during the approved visiting hours. All children under the age of 16 must be accompanied by an approved parent or legal guardian. Children ages 16 and 17 may visit alone with written consent of a parent or legal guardian. Visitors will be responsible for keeping children in their company and within reach at all times and will be responsible for their conduct and behavior. Any visitor not keeping their children under control will have their visit terminated.

Visitors are expected to use good taste in their dress. Clothing worn by visitors considered to be too revealing, provocative or indiscreet, such as see-through blouses, halter tops, short shorts, bike shorts, stretch (spandex-type) shorts/pants, short skirts (no more than 2 inches above the knee), or khaki/red/orange clothing (similar to inmate attire) will result in the visit not being allowed until a change into appropriate clothing is made. The Operations Lieutenant and Institution Duty Officer have the authority to make a final determination to the appropriateness of the visitor's dress.

Handshaking and a brief kiss and embrace may be exchanged by inmates and their visitors at the beginning and at the end of each visit and only at the Visiting Room Officer's desk. During the visit, crossing legs with each other, kissing, fondling, and other actions that would bring embarrassment to others will result in termination of the visit. A review will be made by the inmate's Unit Team and the Warden regarding the status of future visits.

Inmates are furnished all necessities and visitors will not bring any inmate any article or gift. Cameras and tape recorders are not permitted in the visiting area or on institution grounds. Inmates will not be permitted to sign or exchange any papers during the visit; therefore, visitors will not be permitted to bring such papers to the visiting area. Any papers or documents requiring an inmate's signature will be sent to the Warden through the postal system.

Visitors are not allowed to bring food into the visiting area (except baby food for infants). There are coin-operated vending machines in the Visiting Room for your convenience. You may purchase items from these machines for yourself and the inmate you are visiting. The items purchased for the inmate must be consumed in the Visiting Room, as inmates are not allowed to take anything from the visiting area to their units. Inmates will not be allowed access to any vending machines at any time. Visitors may bring small clear coin purses into the visiting area; large purses, bags, etc., are not permitted in the visiting area and may be stored in the lockers in the reception area or left in your locked car. Pocket knives or other sharp objects are not permitted in the Visiting Room.

All visitors will be required to sign the Institution Visitors' Log upon arrival. Visitors must present photographic identification (driver's license, etc.) prior to admittance into the institution. All visitors will sign out before leaving the institution. Unauthorized visitors will not be allowed to wait or loiter in the institution parking lot or on institution grounds.

The Federal Correctional Institution, Fairton, New Jersey, would like to make your visit as pleasant as possible. Should you have any questions regarding visiting, please feel free to contact the inmate's Unit Manager, Counselor, or Case Manager.

Any effort to circumvent or evade the visiting regulations of the Federal Correctional Institution may result in termination of the visit and denial of future visits. Additionally, it may lead to disciplinary action or court proceedings against the inmate and/or visitor in accordance with Title 18 US Code, Section 1791, C. 87, which states:

**“WHOEVER, CONTRARY TO ANY RULE OR REGULATION PROMULGATED BY THE ATTORNEY GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND THEREFROM ANYTHING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAN TEN (10) YEARS.”**

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For your convenience, telephone numbers for taxi service in the Millville area are provided.  
Visitors who need to call for a taxi at the end of their visit may use the pay telephone located in the Front Lobby.  
Millville Yellow Cab 825-2100  
Available Cab 451-9017  
Deluxe Red & Black Taxi 691-0505

**INMATE VISITOR PASS**

Pass No. \_\_\_\_\_

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_____ MALE ADULT	_____ AGES
_____ FEMALE ADULT	_____ AGES
_____ CHILDREN	_____ AGES
_____ INFANTS	

REMARKS (i.e., wheelchair, diaper bag, medication, etc.):

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TIME ENTERING  
VISITING ROOM

TIME LEAVING  
VISITING ROOM

\_\_\_\_\_

\_\_\_\_\_

**VISITOR NOTIFICATION FORM**

TIME OF FORM PICK UP

TIME IN

**VISITING HOURS**

**Main Institution:** Thursday through Monday 8:15 a.m. - 3:15 p.m.

**Satellite Camp:** Saturday, Sunday and Holidays 8:00 a.m. -  
3:15 p.m.

\*\* No processing will take place after 2:30 p.m.\*

\*\*All visitors will be out of the Visiting Room by 3:15 p.m.\*\*

Visitors are not to be at the institution prior to 8:00 a.m. A maximum of four (4) individuals may visit any one (1) inmate during the approved visiting hours.

All visitors are reminded that the supervision of your children is your responsibility. Children are not permitted to run in the waiting area, Visiting Room or parking lot.

No visitor dressed in what is viewed as "provocative clothing" will be permitted inside the main institution or Camp. Provocative clothing is defined as: see through blouses; mini skirts; tight/revealing clothing (i.e., spandex); severely low cut tops; extremely high cut skirts; halter tops; tube tops or other inappropriate attire, including khaki/red/orange colored clothing (similar to inmate attire).

There is no smoking in either the main institution or the Visiting Room.

No individuals will be permitted to remain in the institution parking lot to wait for authorized visitors to complete their visits. Any unauthorized visitors will be required to leave the institution grounds. In the event termination of visits is necessary, visitors who have traveled via car pool or van will not be exempted. Drivers of these multi-passenger vehicles are required to provide a means of contact so visitors may be retrieved throughout the day.

At the end of the visiting period, all visitors and inmates will be separated for security and accountability purposes.

Failure to comply with institution visiting regulations may result in your being denied entrance into the institution and a revocation of visiting privileges.

Person to be Visited

Visitor's Name

**Legal Visit Checklist and Authorization Form**

Staff Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

1. Date and time of Visit: \_\_\_\_\_
2. Inmate Names and Numbers: \_\_\_\_\_
3. Visitor Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
If an attorney, state in which they are licensed to practice law: \_\_\_\_\_

\_\_\_\_\_  
(Explain to the attorney that proof of the license must be provided at the time of the visit.)

Khaki colored pants are not permitted into the visiting room.

4. *Non visiting days:* Advise the attorney he must call if he is more than 45 minutes late.
5. *Non visiting days:* Person supervising visit \_\_\_\_\_
6. Ask the following questions for all legal visits:
  - A. Does the Attorney plan to review any recorded tapes during the visit?  
\_\_\_\_\_ If yes, type of tape? \_\_\_\_\_
  - B. Will any electronic equipment be used during this visit? \_\_\_\_\_  
\_\_\_\_\_
  - C. Will anyone be accompanying the attorney on this visit? \_\_\_\_\_  
If yes, then obtain the following information:
    - a. Name of the person: \_\_\_\_\_
    - b. Reason this person will accompany the attorney?  
\_\_\_\_\_
    - c. Is this person on the Inmate's visiting list? \_\_\_\_\_

Approval \_\_\_\_\_

Staff Attorney

Date

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Inmate has been notified of the above visit on \_\_\_\_\_ at \_\_\_\_\_.

Inmate Signature \_\_\_\_\_

Staff Witness \_\_\_\_\_

cc: Attorney, Unit Team, Visiting Room Officer, Front Lobby, Control  
Center, IDO

## ***VISITING ROOM CHECKLIST***

Date: \_\_\_\_\_

[illegible]

VISITING ROOM OFFICERS: NO. 1	
NO. 2	
NO. 3	
NO. 4	





FAI 5267.06C  
May 24, 2002  
ATTACHMENT #6

Date: \_\_\_\_\_

VISITING ROOM OFFICERS:	NO. 1
	NO. 2
	NO. 3
	NO. 4

